

**OCCUPATIONAL GROUP: Facilities Support**

**CLASS FAMILY: Buildings and Grounds**

**CLASS FAMILY DESCRIPTION:**

**This family of positions includes those whose purpose is to maintain grounds, using hand or power tools or equipment, and to keep buildings in a clean and orderly condition.**

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**CLASS TITLE: Buildings and Grounds Service Worker 1**

**DISTINGUISHING CHARACTERISTICS:**

These positions perform unskilled to semi-skilled manual labor in the upkeep and maintenance of state facilities, grounds and property involving the operation and use a variety of equipment and tools. They do not have budgetary or supervisory responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees and participates in the maintenance of grounds, including cutting grass, trimming trees and cultivating plants and shrubs.
- Collects and disposes of trash and debris.
- Makes improvements to walks, lanes, sheds and benches.
- Cleans restrooms and comfort stations.
- Makes minor repairs, paints and/or stains.
- Removes snow and ice, shoveling snow and/or sand.
- Moves, loads and unloads supplies, furniture and/or equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of simple horticultural practices and methods.
- Knowledge of use and maintenance of hand tools and motorized equipment.
- Knowledge of plant disease and pest prevention.
- Ability to use hand tools and motorized equipment.
- Ability to make ordinary repairs to machinery, equipment, structures and parking areas.
- Ability to understand and follow instructions.
- Ability to lift heavy objects and perform other strenuous tasks.

**MINIMUM QUALIFICATIONS:**

**Education:** No formal training necessary.

**Experience:** No experience required.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** N/A

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**CLASS TITLE: Buildings and Grounds Service Worker 2****DISTINGUISHING CHARACTERISTICS:**

These positions perform full-performance level manual labor in the upkeep and maintenance of state facilities, grounds and property involving the operation and use a variety of equipment and tools. They do not have budgetary responsibilities, but serve as lead workers. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Serves as a lead worker.
- Leads and participates in the maintenance of grounds, including cutting grass, trimming trees and cultivating plants and shrubs.
- Collects and disposes of trash and debris.
- Makes improvements to walks, lanes, sheds and benches.
- Cleans toilets and comfort stations.
- Makes minor repairs, paints and/or stains.
- Removes snow and ice, shoveling snow and/or sand.
- Moves, loads and unloads supplies, furniture and/or equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of simple horticultural practices and methods.
- Knowledge of use and maintenance of hand tools and motorized equipment.
- Knowledge of plant disease and pest prevention.
- Ability to serve as a lead worker.
- Ability to use hand tools and motorized equipment.
- Ability to make ordinary repairs to machinery, equipment, structures and parking areas.
- Ability to understand and follow instructions.
- Ability to lift heavy objects and perform other strenuous tasks.

**MINIMUM QUALIFICATIONS:**

**Education:** No formal training necessary.

**Experience:** 1-2 years full-time or equivalent part-time paid experience related to Buildings and Grounds

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** Certification as a Fork Lift Operator may be required.

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**CLASS TITLE: Buildings and Grounds Technical Associate 1****DISTINGUISHING CHARACTERISTICS:**

These positions perform full-performance level work in the general care of and upkeep of state owned golf courses and park grounds. They do not have budgetary responsibilities, but may serve as a lead worker. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs the maintenance and construction of the golf course to maintain the greens, tees, fairways and roads.
- Seeds, fertilizes, sprays and aerates the golf course; tests soil conditions, applies herbicides and pesticides.
- Maintains proper care and use of mowing and other equipment.
- Participates in the operation and maintenance of pumps, irrigation and drainage systems.
- Prepares work reports, contract orders, requisitions, bids, orders for processing.
- May lead and oversee other employees assisting the golf course operation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the materials and tools used in such work, and of ordinary plant diseases and pest control.
- Knowledge to recommend different grass seed and fertilizer for special golf turf.
- Knowledge to operate different golf course equipment.
- Knowledge of the watering and irrigation system, including wells, pumps and automatic controls.
- Ability to operate related equipment.
- Ability to control the chemical boundary located below the soil surface to prevent the germination of undesirable grasses.
- Ability to mix and prescribe different chemicals for turf grass diseases.
- Ability to identify the different turf grass diseases.
- Ability to identify condition of greens, tees and fairways for mowing.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent

**Experience:** 0-2 years full-time or equivalent part-time paid experience related to Buildings and Grounds

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** A valid Driver's License may be required.

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**CLASS TITLE: Buildings and Grounds Technical Associate 2**

**DISTINGUISHING CHARACTERISTICS:**

These positions perform technical work in the maintenance of buildings, grounds, equipment and/or machinery. Typically, they work in the care and maintenance of state owned parks, forests, facilities, grounds and property, operating a variety of equipment. Some positions inspect, maintain and repair safety, security, electrical, mechanical, structural, plumbing and

HVAC systems in a state facility. Other positions oversee state owned nurseries. Some positions perform skilled work as a tramway operator, chair lift operator, T-Bar or rope tow operator in a state park. They typically do not have budgetary responsibilities, but some may be authorized to make purchases. These positions typically do not have supervisory responsibilities, but some may lead and oversee inmate crews. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs manual labor.
- Maintains buildings and grounds.
- Operates equipment and/or machinery necessary to perform technical tasks.
- Maintains equipment.
- Makes routine repairs.
- May move, load or unload supplies and/or equipment.
- May perform custodial work.
- May inspect machinery and equipment.
- May perform skilled work as a tramway operator, chair lift operator, T-Bar or rope tow operator.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the standard methods, practices, tools and equipment used in the area of assignment.
- Ability to maintain equipment.
- Ability to make minor repairs.
- Ability to understand and follow written and/or oral instructions.
- May require ability to prepare and maintain records and reports.
- May require ability to lead other workers.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent

**Experience:** 1-3 years full-time or equivalent part-time paid experience related to Buildings and Grounds

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** A valid Driver's License may be required.

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**CLASS TITLE:** Buildings and Grounds Technical Associate 3

**DISTINGUISHING CHARACTERISTICS:**

These positions oversee the upkeep and maintenance of state facilities, grounds and property. They typically do not have budgetary responsibilities, but may serve as lead workers. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the*

*duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, organizes and prioritizes work.
- Makes work assignments to maintenance staff.
- Communicates with vendors pertaining to parts and repairs for service.
- Acquires estimates for parts and repairs.
- Performs repairs on equipment.
- Performs walk through inspections of buildings, facility, or equipment.
- Inspects work performed to ensure that it has been properly completed.
- Attends meetings with contractors.
- May operate heavy equipment.
- May oversee special projects.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of methods, practices and procedures required to maintain buildings.
- Knowledge of parts and systems specific to building maintenance.
- Knowledge of compliance standards.
- Ability to operate a variety of equipment.
- Ability to order parts.
- Ability to communicate with diverse populations.

#### **MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent

**Experience:** 2-4 years full-time or equivalent part-time paid experience related to Buildings and Grounds

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** A valid Driver's License may be required.

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#### **CLASS TITLE: Buildings and Grounds Technician**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions perform full-performance level work, inspecting and ensuring buildings, renovations and construction are compliant with appropriate codes. They typically do not have budgetary responsibilities, but some may be authorized to make purchases. These positions typically do not have supervisory responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Inspects properties for compliance with appropriate codes; reviews specifications for compliance.
- Develops plans for improvements to buildings, space designs/layouts, construction and renovations; works with management to make improvements.

- Writes technical standards in accordance with laws, rules and regulations; writes reports or quotes.
- Monitors the work of construction and/or maintenance staff.
- Performs work in construction and/or renovations; makes repairs.
- May supervise the work of others; trains staff and plans the activities of staff.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of ADA compliance codes.
- Knowledge of building codes.
- Knowledge of carpentry
- Knowledge of the standard methods, practices, tools and equipment used in a variety of building maintenance
- Knowledge of the occupational hazards and related safety procedures
- Skilled in the use of tools and equipment.
- Ability to read blueprints
- Ability to perform building maintenance work
- Ability to perform inspections.
- Ability to make repairs.
- Ability to perform work in construction and/or renovations.
- Ability to safely operate tools and equipment
- Ability to directly supervise staff.
- Ability to communicate effectively in oral and written form.
- Ability to maintain effective working relationships with others.

#### **MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent

**Experience:** 3-5 years full-time or equivalent part-time paid experience related to Buildings and Grounds

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** N/A

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**CLASS TITLE:** Buildings and Grounds Coordinator 1

#### **DISTINGUISHING CHARACTERISTICS:**

These positions oversee the general care of and upkeep of a state owned property or golf course and park grounds. They typically do not have budgetary responsibilities, but may be authorized to make purchases. These positions directly supervise maintenance staff. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversee buildings, grounds and related structures.
- Assesses maintenance needs.
- Plans, directs and inspects the work of maintenance staff.
- Schedules employees and makes work assignments.
- Orders supplies necessary for maintenance activities and/or projects.
- Determines the most cost effective methods of achieving results.
- Assists in the maintenance and upkeep of equipment.
- Completes necessary paperwork and reports.
- May schedule and oversee contracted labor.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of construction and maintenance, specific to area of assignment.
- Knowledge of mechanical, electrical and plumbing systems, if assigned to a state owned building.
- Knowledge of turf, chemicals, irrigation and golf course specific equipment, if assigned to a state owned golf course.
- Knowledge of all policies and procedures which govern work.
- Ability to directly supervise staff.
- Ability to determine cost effective methods.
- Ability to complete required paperwork and reports.
- Ability to communicate effectively in oral and written form.

#### **MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent

**Experience:** 4-6 years full-time or equivalent part-time paid experience related to Buildings and Grounds

**Education & Experience Substitution:** Successful completion of vocational training or college hours related to area of employment may substitute for the required experience on a year-for-year basis.

**Certificates, Licenses, Registrations:** If area of employment is at a state owned golf course, a valid Class D Driver's License, a Chemical Application License and Certified Public Applicator's License may be required.

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#### **CLASS TITLE: Buildings and Grounds Coordinator 2**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions, under limited supervision at the advanced level, plan and manage a facilities and/or grounds maintenance program, overseeing construction, maintenance and custodial services. They may be responsible for staying within an assigned budget. These positions typically supervise other staff. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*



- Oversees and directs the operations of maintaining, repairing and renovating state property; supervises staff.
- Coordinates and schedules all maintenance activities, supervising maintenance workers.
- Performs personnel related transactions.
- Establishes maintenance and repair procedures.
- Ensures compliance to all applicable laws, codes, rules and regulations.
- Maintains inventories and orders supplies and materials.
- Maintains and inspects equipment.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the standard principles, methods, practices, tools and equipment used in buildings and grounds maintenance.
- Knowledge of a variety of maintenance trade skills and uses.
- Knowledge of all applicable laws, codes, rules and regulations.
- Knowledge of occupational hazards and safety precautions.
- Ability to coordinate and supervise the work of skilled and unskilled workers.
- Ability to develop cost effective and efficient working procedures.
- Ability to identify maintenance renovation and repair needs and determine the appropriate action to meet those needs.
- Ability to read, interpret and revise plans.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, agency officials, and the general public.

#### **MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent

**Experience:** 5-7 years full-time or equivalent part-time paid experience related to Buildings and Grounds

**Education & Experience Substitution:** Successful completion of vocational training or college hours related to area of employment may substitute for the required experience on a year-for-year basis.

**Certificates, Licenses, Registrations:** Some positions may require certification from a federal EPA approved testing organization as a certified technician required by the Clean Air Act on refrigerant recycling.

#### **CLASS TITLE: Buildings and Grounds Manager**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions perform complex technical work in managing all aspects of facilities maintenance and operations for all buildings and related areas owned by the Department of Administration, overseeing multiple units. Budgetary responsibilities are distributed to unit supervisors. Perform related work as required.



**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, organizes, directs and evaluates building maintenance and operations for state-owned buildings, including all systems, controls and related equipment.
- Evaluates the operations and procedures through field observation of a variety of database systems.
- Oversees the daily work flow through systems, reports and surveys.
- Oversees major projects, including development, determination of the scope of work, coordination of scheduling and the completion of related reports; reviews contractor/vendor invoices and reads blueprints, diagrams and specifications.
- Performs personnel related work to include determining staffing levels, developing position descriptions, interviewing and selecting staff, performance evaluations and discipline.
- Develops long-range section goals to include budget, staff and equipment needs; assesses staff training needs and develops competencies and skills through formal and on-the-job training programs.
- Develops long range goals, objectives and improvement plans.
- Develops and implements operating procedures, forms and maintenance plans.
- Develops and prepares sketches diagrams and prints, as well as work project forecasts, cost estimate schedules and budgets.
- Develops life-cycle cost analysis and determines equipment obsolescence and replacement
- Schedules; oversees the conduct of comprehensive facility audits to assess condition and life expectancy of facilities and building systems.
- Ensures compliance with fire, life and safety codes and environmental regulations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles, practices and techniques of building maintenance, electrical, heating and cooling system maintenance and life/fire system operation.
- Knowledge of the methods, practices, material, tools and equipment of the construction trades including plumbing, carpentry, electrical, painting and heating and cooling systems maintenance.
- Knowledge of life/fire safety regulations and building codes and federal and state environmental regulations.
- Ability to plan, organize and coordinate the work of building maintenance and operations staff.
- Ability to develop project plans, budgets and construction cost estimates.
- Ability to prepare and interpret sketches and project diagrams.
- Ability to use computer-based data systems and office automation software such as word processing and spreadsheets.
- Ability to communicate effectively, orally and in writing.

- Ability to establish and maintain effective working relationships with subordinates, contractors, agency officials, vendors and the general public.
- Ability to prepare and present regular and special reports on section operations and status of maintenance and renovation projects.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree from an accredited college or university

**Experience:** 4-6 years full-time or equivalent part-time paid experience related to Buildings and Grounds

**Education & Experience Substitution:** Experience related to Buildings and Grounds may substitute for the required degree on a year-for-year basis.

**Certificates, Licenses, Registrations:** N/A

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